

~~CIA INTERNAL USE ONLY~~

*Records Maint.*  
*Rec. Maint*

Chief, Supply Division/OL

7 FEB 1957

*Rec. Maint 3-3*

ATTN :

25X1A9a

Chief, Records Management Staff

Open Shelf Filing Equipment, My Memorandum dated 4 January 1957

1. This memorandum is furnished to provide additional information concerning my request to have open shelf filing made a standard stock item.

2. Experience has shown that appreciable savings in equipment, floor space and man hours will result through the use of open shelf filing equipment. The conversion to open shelf filing for Master Files maintained by the OGR/BR will:

a. Release about 115 five drawer non-safe filing cabinets for redistribution. (During FY 1956, 528 five drawer non-safe correspondence cabinets were issued by The Supply Division)

b. Consolidate all master files from two into one filing area, thus releasing 208 square feet of floor space and providing a centralized operation.

c. Provide expansion space for the master files for at least two years.

d. Eliminate over crowded filing cabinet drawers and resultant excessive wear and tear on records.

e. Reduce administrative costs for maintenance of Master Files as experience has shown that records maintained on open shelf filing can be serviced 20% to 35% faster than in filing cabinets.

I anticipate similar results and accomplishments throughout several areas in the agency where open shelf filing equipment is now under consideration.

✓ 3. Shelf filing equipment has definite cost advantages over cabinet equipment. Shelf filing equipment to house the BR Master Files, equiped with dust canopies and end panels, will cost 50% of the value of non safe equipment, providing an equal amount of filing space.

✓ 4. Another critical consideration influencing the use of open shelf filing equipment is the need to obtain a high ratio of records to each square foot of floor space in the new building. Depending upon the installation, between 200 and 300 square feet are required

for open shelf filing equipment, compared to the requirements for filing cabinets.

5. It is my intention to recommend the substitution of open shelf filing equipment where ever applicable. Should additional information be required please call me on extension 1285.

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Mgt S/RMS/1 [REDACTED] rea (6 February 1957)

H.S.D.  
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[Signature]